Teacher/Staff Portal - Directory

Last Modified on 12/04/2018 10:46 am EST

The Directory tile allows staff to run reports based on semester, category, and/or classroom.

1. Select the report criteria

2. Click Create Report

3. View the plain text data below or select a format to view

   ○ View as PDF

   ○ Mail - 8160 - mailing label

```
Henry Doolittle
1234 FLOWER WAY
LONDON, MI 48309
```

- Mail - 8167 - coming soon
- View Excel

4. Or use the Export Options below the student data

- CSV
- Excel
- XML